

**Data Standards Subcommittee
Montana Criminal Justice Information Services Project
Data Usage Survey**

Please complete the form, including your name and contact information, and e-mail or fax the form to:

Fax: Wilbur Rehmann, Montana DOJ, (406) 444-0689

E-mail: wrehmann@state.mt.us

Phone: (406) 444-6194

Instructions: Please check each of the data items used by your agency for the fingerprint card, MANS Sheet, and Notice to Appear and Complaint/Citation. Data is “used” by your agency if it is created, retrieved, updated or deleted during the course of your agency’s business. If you presently share specific data with other agencies, or if you would like to receive any data from other agencies, please use the comment section to provide this information as well as any other comments. Thank you for your assistance.

Name	
Telephone	
Agency	
Date	

Data/Data Group	Used by Agency	Comments (optional)
FINGERPRINT CARD		
Juvenile card indicator		
Date of Arrest		
ORI		
Contributor Address		
Reply Request Checkbox		
Send Copy to Checkbox		
Date of Offense		
Place of Birth		
Citizenship		
Misc. Numbers		
Scars/Marks/Tattoos		
Address		
Name of Official Taking Prints		
Local Identification Number		
Photo/Palm Prints Checkbox		
Employer		
Occupation		
Charge/Citation		
Disposition		
Additional Info/Basis for Caution		
Additional Info (if needed)		
State Bureau Stamp		
State Usage, Fingerprint Information		
Name of Person Fingerprinted		

Data/Data Group	Used by Agency	Comments (optional)
Aliases/Maiden		
Social Security No.		
FBI No.		
State Identification No.		
Person Descriptors (sex, race, etc.)		
Date of Birth		
FOR APPLICANT CARDS:		
Armed Forces No.		
Employer Address		
Reason Fingerprinted		
MANS NUMBER FORM (Green Sheet)		
MANS Number		
Name of offender		
Aliases		
Contributor ORI		
OCA		
FBI No.		
SID No.		
Social Security No.		
Country of Citizenship		
Alien Registration #		
Date of Birth		
Physical Descriptors		
Place of Birth		
Date Arrested or Received		
Last Known Address		
Signature of information provider		
Caution		
Signature of person fingerprinted		
Date (form) Received		
File Number		
Statute Code Charge		
Counts		
Action Taken		
Signature of CA/Clerk/Judge		
Final Statute Code		
Counts		
Disposition		
Signature of Clerk of Court		
Dismissed Date		
Left Thumb Fingerprint		
NOTICE TO APPEAR AND COMPLAINT/CITATION		
State, County or City Indicator		
Defendant Name		
Address		
Vehicle License No. and State		
Vehicle Make/Color/Year/Model		
Vehicle Type Checkboxes		
Home Phone		
Business Name		
Business Phone		

Data/Data Group	Used by Agency	Comments (optional)
Physical Indicators (sex, weight, etc.)		
Driver License No.		
Driver License State		
Driver License Expiration		
DOT or ICC #		
Name of Court in which to Appear (checkboxes)		
Date of Appearance		
Violation Type (checkboxes)		
Violation Code		
Code Section		
Date of Offense		
Offense		
Location of Offense		
Location Code		
Uniform Violation Code		
Signature of Judge or Notary		
Employee ID #		
BA Test Given		
Crash Checkbox		
Aircraft Checkbox		
Detach #		
Radar #		
Total Appearance Bond Received		
Docket Number		
Officer Signature		
NEW ITEMS ON REVISED NTA/COMPLAINT/CITATION FORM (check if these will be used)		
D or N		
Felony Checkbox		
Search Consent/Denied/Warrant Checkboxes		
BA Test Refused		
ID #		
Det #		
Reservation #		
Traffic Stop Information		
Supervisor Review Signature		